

Classification Section determines:

1. Status of positions occupied by Civilians and duties of Military
2. Negotiate transfer of positions from 2nd Service Command to C.I.G.
3. Classification Section will advise as to grades at which personnel can be transferred.
4. Documents branch will initiate Personnel Requisitions from 37-3 on each civilian being transferred and attach thereto, in duplicate, Form 75 Personal History Statement.
5. Documents Branch will initiate Recruitment Requests for vacancies as deemed necessary and in accordance with Table of Organization.